

REGIONAL TRAINING PROGRAM

Presented By

F

E

W

WOW!! Now 2 people can attend for the price of ONE!!

Friday May 2, 2003

8:00 AM - 4:00 PM

The Salt Lake Plaza Hotel - Best Western

122 West South Temple, Salt Lake City, Utah

“ROUND THE CLOCK PREPAREDNESS: THE KEY TO PERSONAL AND PROFESSIONAL PREPAREDNESS”

A FULL DAY REGISTRATION INCLUDES A CONTINENTAL BREAKFAST, BREAKS, AND A BUFFET LUNCHEON

| Time | Friday May 2, 2003 | Workshop Description |
|--------------|--|--|
| 7:30 - 8:00 | Registration & Continental Breakfast | |
| 8:00 - 8:30 | Opening - Welcome | |
| 8:30 - 4:00 | Choose the full day Workshop or two half day Workshops • A - FULL DAY RETIREMENT WORKSHOP | A - RETIREMENT WORKSHOP. FULL DAY. Nina Else is a former Personnel Management Specialist and is an experienced presenter. This training assists participants to prepare for retirement, to learn how to utilize and maximize their benefits, to be aware of the several different systems and how they are inter- related. Topics include the Civil Service Retirement System (CSRS), the Federal Employees Retirement System (FERS), Thrift Savings Plan (TSP), Social Security, requirements for Federal Life and Health Insurance, taxes, health, housing, and financial planning, etc. |
| 8:30 - 11:30 | Choose One Morning Workshop: • B - EMERGENCY AND INCIDENT PREPAREDNESS WORKSHOP ... two topics ICS and EOC Interface Effective Disaster and Emergency Communication • C - A FUN WORKSHOP! Several fun topics and presenters make up this workshop | B - EMERGENCY AND INCIDENT PREPAREDNESS Morning Workshop. The two topics include: - ICS AND EOC INTERFACE - Michael Sabourin, Utah State Department of Emergency Services and Homeland Security, is an experienced presenter throughout Utah. He presents on a subject we all need to be familiar with - emergency and incident preparedness. Topics apply to many diverse situations such as snow storms and natural disasters, utility outages, facility management, demonstrations, a terrorist event, etc. He will explain both the ICS (Incident Command System) and EOC (Emergency Operations Center) . He will present on applications and system components, and how these two systems work together as well as other information. - COMMUNICATION - EFFECTIVE DISASTER AND EMERGENCY COMMUNICATION - Matthew Hurtes of the Red Cross will present on Disaster Communication. He will assist you to know how to communicate and effectively present information to different types of groups. He also will talk on how to present information to children. C - FUN WORKSHOP. Morning Workshop. Several FUN topics will be presented and include: - Your Own Personal Shopper from Nordstrom - How to put it together! - Health Topics - “Dr. MOM” Colleen Jensen talks about healthy living, dietary supplements, anti-aging, remedies, etc. - Feng Shui- “Life Align”. Valerie Litchfield talks on Classical Compass Feng Shui and how it applies to your work place as well as your home - she studied from the Internationally acclaimed Lilian Too. - Health Benefits You May Not Know You Even Have presented by Janice Broxterman |
| 12:00 - 1:15 | Luncheon - Speaker TBA | |

| | | |
|-------------|--|---|
| 1:30 - 4:00 | <p>Choose One Afternoon Workshop:</p> <ul style="list-style-type: none"> • D - PERSONAL AND FACILITY PREPAREDNESS AND WORK PLACE VIOLENCE WORKSHOP • E - OFFICER TRAINING FOR SMALL NON PROFIT ORGANIZATIONS | <p>D - PERSONAL AND FACILITY PREPAREDNESS AND WORK PLACE VIOLENCE WORKSHOP . This Afternoon workshop is a must for every employee, manager, and building security official. The two topics are:</p> <p>PERSONAL AND FACILITY PREPAREDNESS - Kim Wixon , Utah State Department of Health, and Jeff Rose, Utah State Risk Assessment, will discuss several topics about preparedness at the work place. They will discuss facility security planning and implementation, assessment of different work tasks, and unique needs for design and security. The Presentation also includes lessons learned at the World Trade Center regarding evacuation - what worked, what was corrected, and a video of this. They will also talk of personal security with the goal of eliminating personal injury between co-workers and between clients and employees.</p> <p>WORK PLACE VIOLENCE - WHAT MANAGERS AND EMPLOYEES CAN DO TO CONTROL IT - Ellen Kitzmiller is a lawyer whose legal practice specializes in this area. She advises Human Resource Departments and Managers on assessing employees and behavior to identify employee patterns of conduct. In addition she will talk on communication, types of work place violence, and taking action to reduce work place violence.</p> <p>E - OFFICER TRAINING. Afternoon Workshop. FEW's National Membership Chair- Marion Stevens is coming to Salt Lake to give Officer training using FEW as a template.</p> |
|-------------|--|---|

If you have any questions or want another registration form or additional information contact:

Barbara Sumpter 303-275-5042 (bsumpter@fs.fed.us) Nancy Vandergrift - 801-295-8172 (fax 801- 299-8658)
Micheline Sedlar - 801-582-8321 Barbara Svee - 801- 268-1189

Government Employees Hospital Association (GEHA) is our corporate sponsor this year.
Thank you to our other sponsors – Best Western Hotel and Regence BlueCross BlueShield

WHO SHOULD ATTEND THIS RTP CONFERENCE : FEDERAL EMPLOYEES - THE MILITARY - CITY, COUNTY AND STATE GOVERNMENT EMPLOYEES - POLITICAL REPRESENTATIVES - CONTRACTORS - MEDICAL INSTITUTIONS - PUBLIC HEALTH DEPARTMENTS - SECURITY - ALL MANAGERS AND DEPARTMENTS REPRESENTATIVES AT ALL LEVELS - BUILDING/FACILITY MANAGERS - GENERAL PUBLIC - SCHOOLS AND ACADEMIC INSTITUTIONS

ABOUT FEW

This Training Program is being sponsored by Federally Employed Women, Inc. (FEW). FEW presents high-quality training programs in local settings across the country as well as the National Training Program which will be held this year July 5 -12 in Chicago, IL. FEW is a non-profit organization founded in 1968 to promote equality and advancement of women in Federal government. You can find more information about FEW at <http://www.few.org>. To find more about chapters in the Rocky Mountain Region visit our website at www.rmfew.org.

HOTEL INFORMATION

Date: Friday May 2, 2003
Place: The Salt Lake Plaza Hotel - Best Western
122 West South Temple, Salt Lake City, UT
801-521-0130

FEW - REGIONAL TRAINING PROGRAM - May 2, 2003

Registration: 4 STEPS

Onsite registration is also available.

STEP #1. CHECK ONE

- ☐ FEW Member - Full Day now \$29 a person !!
- ☐ Non - FEW Member - Full Day now \$38 a person
- ☐ Retired Person - Full Day now \$ 25.00 a person
- ☐ Half Day Registration - NO LUNCH now \$ 22.00 a person

THIS REGIONAL TRAINING PROGRAM IS HOSTED BY FEW - FEDERALLY EMPLOYED WOMEN